

Force Development

EQUIPMENT AUTHORIZATION GUIDE

Summary. This pamphlet serves as a users guide for Army National Guard Units/Activities, State Adjutants General (TAG), and National Guard Bureau (NGB) in the documentation process and submission of input required to modify/update Army National Guard (ARNG) Authorization Documents.

Applicability. This pamphlet applies to all Army National Guard (ARNG) units and activities.

Impact on New Manning System. This pamphlet does not contain information that affects the New Manning System.

Internal Control System. This pamphlet is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Interim Changes. Interim changes to this pamphlet are not official unless they are authenticated by the Chief, Administrative Services. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this pamphlet is the National Guard Bureau. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Chief, National Guard Bureau ATTN: NGB-ARF, 111 South George Mason Drive, Arlington, VA 22204-1382

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*This pamphlet supersedes NGB Pam 310-34, 10 August 1984.

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Glossary

Chapter 1 GENERAL

1-1. Purpose

a. This pamphlet provides guidance to commanders and supervisors for submission of documentation needed to update authorization documents.

b. Army Regulation (AR) 71-13 provides policy for establishing requirements, authorization of equipment and usage management program. This pamphlet provides additional guidance pertaining to Army National Guard policy and requirements.

c. This document should be given the widest possible distribution, so that it can be used as a reference guide by commanders at all levels.

1-2. References

Required and related publications, and prescribed forms are listed in appendix A.

1-3. Explanation of abbreviations and special terms

Abbreviations and special terms used in this pamphlet are explained in the glossary. Abbreviations and terms listed in AR 71-13 will not appear in this publication.

1-4. Responsibilities

a. **Chief, National Guard Bureau (CNGB).** Responsibilities are specified in AR 71-13, paragraph 1-4j, for Major Army Command (MACOM) Commanders and heads of Army Staff agencies who supervise Field Operating Agencies (FOAs).

b. **Chief, Force Management Division, (NGB-ARF).**

(1) Prepare and distribute ARNG authorization documents.

(2) Announces Army Modernization Information Memorandum (AMIM) equipment authorizations/distribution.

(3) Approves State memorandum requests (MR) for Non-CTA Commercial Equipment with unit cost less than the congressionally mandated investment criteria threshold.

(4) Processes and reviews State requests for DA controlled commercial equipment listed in SB 700-20.

(5) Processes and reviews State memorandum requests for items in excess of MTOE requirements to US Army Force Integration Support Agency (USAFISA) or Commander, Tactical Wheel Vehicle Requirements Management Office (TWVRMO).

(6) Approves State memorandum requests for deletions of equipment from TDA.

(7) Validate equipment approvals from other divisions within NGB.

c. **Logistics Division, Logistics Support Branch (NGB-ARL-LS).** Processes requests for type classification exemption (TCE) for nonstandard, noncontrolled, commercial equipment with cost over the current congressionally mandated investment criteria threshold. See appendix B.

d. **Office of the Army Surgeon, Medical Material Branch (NGB-ARS-L).** Approves authorizations for commercial medical equipment.

e. **Chief, Office of Administrative Systems and Services, (NGB-AD).** Publication and Printing Management Branch (NGB-AD-PP). Approves authorizations for mail equipment, large automated filing equipment, copiers (category 1), printing and micrographics equipment. See appendix C.

f. **Chief, Information Support Agency (NGB-ISA).** Approves authorizations for commercial ADPE, VI, communications and associated COMSEC equipment.

g. State Adjutants General.

(1) Recommend the State, Force Integration Readiness Officer (FIRO) be established as the single point of contact at state level for all authorization documentation actions.

(2) Review and implement new authorization documents.

(3) Review and validate equipment changes as the minimum essential for mission accomplishment, based on a command equipment survey.

(4) Assign command log number to each transmittal/endorsement to all Memorandum Requests and forwards to NGB-ARF-D.

(5) Forward all requests for commercial equipment within the current congressionally mandated expense criteria threshold to the USPFO for approval.

h. United States Property and Fiscal Officer (USPFO). Approve authorizations for commercial equipment within the current congressionally mandated threshold for investment/expense criteria.

i. Unit/activity intermediate headquarters. Commanders will personally review and endorse the requests to ensure only minimum mission essential equipment is requested.

j. Unit or activity.

(1) Commanders will ensure only minimum essential equipment is requested. They will explore all feasible alternatives prior to submission of a memorandum request or request for a TCE/LIN for commercial equipment. If the desired item is the most efficient and cost effective to accomplish the mission, the commander will initiate, sign and forward the MR to the State through command channels.

(2) Ensure MR with applicable supporting forms, i.e., DA Form 4610-R, etc., are submitted in accordance with AR 310-49, AR 71-13, and this pamphlet.

1-5. Authorization Documents Publications used by the ARNG as authorizations for equipment. Authorizations which qualify for USPFO approval are listed in AR 71-13, paragraph 2-3.

a. NGR 870-20, ARNG Museums and Historical Properties.

b. Unit Property Book (TDA units only). For non-controlled, nonstandard, Nontype classified equipment less than the congressionally mandated threshold for expense items, the property book serves as authority if the item is not in the supply system. The United State Property and Fiscal Officer (USPFO) will approve procurement and issue an authorization memorandum to the TDA unit. Regardless of cost, requests for controlled items must be submitted to NGB-ARL-LS on DA Form 4840-R. (See AR 71-13, figures 2-3 and 2-4.)

1-6. Equipment not to be documented in MTOE/TDA Equipment authorized in a MTOE will not be duplicated in the units augmentation TDA if the equipment is used to accomplish the same task. Exceptions are--

a. The total augmentation mission requires additional equipment.

b. The parent unit is geographically split.

c. The authorization is in a different state.

Chapter 2

COMMERCIAL EQUIPMENT AUTHORIZATION

2-1. General

Where possible, type classified equipment listed in SB 700-20 should be used for ARNG equipment requirements. Only TDA units are authorized commercial Nontype classified equipment.

2-2. Procedures for authorizing commercial noncontrolled equipment

a. Requests for noncontrolled to items costing over the current congressionally mandated investment criteria will be submitted to NGB-ARL-LS. Request will be submitted by memorandum with DA Form 4840-R, manufacturers descriptive literature and specifications as enclosures. See AR 71-13, figures 2-3 and 2-4 for completion of DA Form 4840-R.

b. Each memorandum request will contain the following standard paragraph "The equipment requested with supporting justification(s) has been reviewed by this command and validated to be the minimum essential for mission accomplishment. Where applicable, equipment has been identified which could be deleted if this request is approved."

2-3. DA Controlled Equipment

a. See AR 71-13, paragraphs 2-28 through 2-30 or SB 700-20, CIC column for list of DA controlled equipment.

b. In addition to submission of the Equipment Change Request (DA Form 4610-R), a DA Form 5695-R will be completed for printing and binding equipment in accordance with AR 25-30, section 5. and forwarded to NGB-AD-PP.

c. NGB reviews and processes requests for commercial DA controlled equipment to USAFISA. If approved for central management and PA funding, NGB will furnish directions for requisitioning.

d. Pending assignment of an SLIN, an NGB LIN will be issued by CNGB-ARL, and entered in Section III, Supplement, of the TDA by NGB-ARF-D.

Chapter 3

AUTHORIZATION FOR CERTAIN TYPES OF EQUIPMENT

3-1. General

The following guidance is provided to States requesting authorization for items which require specific approval by the appropriate NGB staff element/DA staff agency or other unique require-

ment(s). Requests for approval of authorizations will be sent to NGB-ARF who will then forward the States memorandum request to the appropriate agency having approval authority. Visual Information (VI) equipment requests will be sent directly to NGB-IMA-S.

3-2. Rental or Leased Equipment

Rental or lease of equipment is permitted under the following conditions:

a. GSA vehicles leased to support the ARNG Full-Time Recruiting Force (FTRF) and identified on the STARC TDA as leased vehicles. Approval by NGB-ARL is required prior to entering into lease authority. See AR 58-1 for nontactical vehicles (NTV).

b. For emergency or temporary situations, request for lease authority must be approved by NGB-ARL-LS. Outline the facts, and justify why and when rental or lease is needed. Rental of this type only requires informal accountability. Other types of leases, such as those outlined in a, b, and c above, require property book accountability. TDA authorization is not required for emergency lease or rental. Commercial vehicles will not be leased/ rented for routine administrative purposes, unless approved by NGB-ARL. This does not apply to GSA or commercial vehicles rented for TDY travel.

c. Authority for lease of equipment for 30 days or less is delegated to the USPFO, except the for types of equipment shown in a and b above.

3-3. Motor Vehicles

a. MTOE units. Motor vehicles and trailers are authorized by MTOE, based on the authorized level of organization. Requests for addition of vehicles to the MTOE should be based on a review of utilization of all authorized vehicles, including load plans, tactical deficiencies, and reasons why additional vehicles and trailers are required. Requests for equipment in excess of base TOE requirements must be submitted as a TOE change prior to requesting change to the MTOE.

b. TDA units. Nontactical vehicles (NTV) are provided to the STARC Transportation Motor Pool (TMP) and other TDA units, in the state. These vehicles are authorized based on the concept of "minimum needed to provide essential transportation services under normal conditions". Pooling, shuttling, and daily rotating dispatch can be used to provide essential mobility.

(1) Key points for vehicle authorization include:

(a) Individuals cannot be authorized vehicles for their exclusive (personal) use.

(b) Vehicles cannot be authorized for the sole purpose of transporting infrequently moved cargo.

(c) When requesting an increase to NTV on the TDA, actual utilization of all like vehicles must be included as part of the justification. Utilization is based in terms of trips and mileage.

(d) Vehicles are not provided on the TDA to accommodate peak loads such as Annual Training or special exercises.

(e) Tactical vehicles are not authorized to TDA units, unless it is clearly established that NTV's are not adequate. See AR 71-13, paragraphs 3-58 a(1) and (2).

(2) As a general rule, administrative use vehicles are authorized in the STARC TMP paragraph for control purposes. The TMP provides a pool of vehicles to satisfy ARNG administrative transportation requirements in the State. This includes Organizational Maintenance Shops (OMS), Combined Support Maintenance Shops (CSMS), Unit Training Equipment Sites (UTES), Army Aviation Support Facilities (AASF), Mobilization and Training Equipment Sites (MATES), and other TDA activities. NGB does not provide particular functions or individuals TMP vehicle support.

(3) For TDA training sites, specialized vehicles such as fire trucks, telephone maintenance trucks, and dump and refuse vehicles used solely by the training site will be requested if required. These vehicles are shown on the training site TDA with a remark code which states these vehicles are used for facilities engineering, maintenance and service operations.

(4) Leased vehicles are authorized on each STARC TDA to support the ARNG Full-time Recruiter Force. These vehicles are identified by equipment remark code. Use of these vehicles are restricted to the ARNG recruiting mission.

(5) Justification for an increase in vehicle authorizations is based upon the State preparing a vehicle utilization survey in accordance with AR 58-1 which contain the following key elements:

(a) Number of similar vehicles on-hand, number of vehicles authorized, and number of vehicles requested (by LIN).

(b) Listing of functions supported by type of vehicles, e.g., Truck, pickup 4x2: four each auth/four each on hand, supporting CSMS daily use, AASF, USPFO, and OMS for general cargo.

(c) Accumulated mileage on each like vehicle over the previous year, average monthly mileage, potential mileage, and usage of the additional requested vehicles.

(d) How the new vehicle(s) will be used in terms of trips, cargo moved, efficiency improvements.

(e) What similar vehicles (already authorized) can be used to handle the same requirements? How

the function is supported by type vehicles? Why a change is necessary?

(f) What will be the impact on mission accomplishment if request is disapproved?

3-4. Medical Equipment

a. Medical equipment authorizations are governed by CTA 8-100 and 50-909. Request for medical type items to conduct physical examinations or to equip troop medical clinics at ARNG training sites will normally be approved by NGB-ARS-L issuing a memorandum of authority.

b. Each ARNG training site with an approved and operating troop medical clinic is authorized Nontype classified medical furniture, in FSC 6520 and 6530 only, on an "as required" basis for use only within the facility. The training site property book serves as the authorization document for this property.

c. ARNG training sites with a valid NGB memorandum of authority for medical equipment may substitute Nontype classified items with the same noun/nomenclature and in the same quantity for FSCs 6515, 6520, and 6530 items authorized by the memorandum of authority.

3-5. Automated Data Processing Equipment (ADPE), Visual Information (VI), and Telecommunications Equipment Authorizations

a. ADPE and VI equipment authorizations will only be applied to the Director of Information Management (DOIM) paragraph of the STARC TDA.

b. Requests will consist of--

(1) A memorandum of justification prepared by the USPFO.

(2) The DOIM will endorse the memorandum stating the requested equipment meets existing, modified or future architecture in addition to identifying the appropriate initiative. If the request does not meet existing architecture or initiatives, a separate letter of clarification or an out of cycle initiative must be forwarded through channels for approval in conjunction with the request.

(3) Completed DA Form 4610-R identifying the TDA, UIC, and paragraph number.

(4) If NGB LINs are used, a complete description of the equipment must be forwarded along with the DA Form 4610-R.

(5) Visual equipment and systems. Within the ARNG, maximum use should be made of the supporting Training Aids Service Office (TASO) listed in AR 5-9 as the first source of audiovisual equipment. Requirements for equipment not available from TASO can be requested for TDA authorization. Chapter 6, SB 700-20 should be used to identify

type classified exempt equipment. If this equipment cannot be utilized, a request for a commercial item should be submitted to NGB-ISA.

c. Upon approval, NGB-ISA-B will provide NGB-ARF-D, NGB-ARL-LS, State DOIM, and State FIRO a copy of the interim TDA authorization with the original endorsement forwarded to the USPFO.

3-6. Systems Furniture

a. AR 71-13 defines systems furniture as an arrangement of modular panel supported components, using vertical space, that meets prescribed functional workstation requirements. The components consist of work surfaces, storage units, power and communication outlets and privacy panels that interconnect and are assembled into work stations of various sizes, configurations, and complexity. System furniture is more expensive than conventional furniture and requires MACOM approval. Modular furniture and work stations are considered systems furniture. In accordance with AR 71-13, NGB as a MACOM has been delegated the authority to authorize and approve acquisitions of systems furniture.

b. **Authorization and funding.** Requests must comply with justification guidance contained in AR 71-13. In addition to an endorsement from the USPFO, the State Facilities Management Officer will endorse the request. This endorsement must state that the size of the rooms are consistent with the application of System Furniture and that the existing building is not planned to be replaced or converted to other use. State must ensure that plans for construction of new facilities include furniture estimates in the initial package submission. Normally, System Furniture will not be approved for armories, maintenance facilities, training facilities, or similar TDA activities.

c. **Funding.** NGB-ARL does not have adequate funds in its budget to support requests for systems furniture. Since these systems are space saving, States should pursue the Quick Return Investment Program (QRIP)/Productivity Capital Investment Program (PCIP) as a method for funding their needs. Those requests not receiving PCIP funds will, after a reasonable time, be considered for OMNG (2065) A procurement on a case-by-case basis depending upon funding availability (year end/other), State unfunded requirements, past furniture procurements, and total amount required.

d. **Submission.** All requests will be addressed to NGB-ARC-MP. Requests will consist of the QRIP/PCIP justifications in accordance with AR 5-4 together with the completed forms and analysis for-

mats contained in GSA Bulletin FPMR E-215, Subject: Cost Justification Of Furniture Systems and Similar Products, Based upon Space Savings. NGB-ARC-MP will assign a control number, and determine eligibility. The package will be forwarded to NGB-ARL-LS for review. Results of this review will then be returned to NGB-ARC-MP for final processing and response.

Chapter 4 MTOE EQUIPMENT

4-1. General

To the greatest extent possible, NGB relies on the TOE to design ARNG MTOE authorization documents. TOE gives requirements for levels of personnel and equipment. Based on the levels, a standardized MTOE is developed to provide authorization for ARNG personnel and equipment based on Authorized Level of Organization (ALO).

4-2. Specific Policies

a. MTOE changes for additional equipment will be considered only in cases where the change can be related to a unit operational deficiency or special mission requirements (wartime). Premobilization training problems, geographic dispersion of units within a state, and other requests not based on a detailed analysis of combat capability or primary unit mission are not a basis for TOE change. A change request should reference a TOE capability and supporting field manual for doctrine. See appendix D and E.

b. MTOE units may be supplemented by an augmentation TDA for additional personnel and equipment to provide for peacetime training requirements.

Chapter 5 TDA EQUIPMENT

5-1. General

TDA units are authorized the minimum essential equipment, needed for mission accomplishment.

5-2. Types of Equipment

a. TDA units are not authorized tactical vehicles, radios, and related equipment, unless it is clearly established that commercial equipment or other items in SB 700-20 are not sufficient or do not have the capability to perform the mission.

b. Equipment obtained through the training site contract will be authorized on the training site TDA. See appendix B for procurement of commercial equipment.

c. Equipment made excess by TDA change will be turned in before the next TDA update.

d. Equipment cannot be provided to TDA units for peak loads or one time contingencies.

Chapter 6 PROCEDURES FOR SUBMISSION OF MEMORANDUM REQUEST (MR)

6-1. Instructions

In addition to the procedures outlined in AR 71-13, Chapter 2, Section X, instructions for completion of memorandum request or endorsement are as follows:

a. States will assign a command log number to each MR or endorsement which forwards a change request. Log numbers will be assigned in sequential order so an audit trail can be maintained by the State. The log number will consist of the State abbreviation, sequence number, and fiscal year suffix, for example, VA 01-92 would be the first request submitted by Virginia Army National Guard in fiscal year 1992. See appendix F.

b. If an MR is returned by endorsement from NGB-ARF-D for reasons other than disapproval, and the request is resubmitted by endorsement for further review, the state will assign a new log number in order to keep the integrity of the audit trail.

c. Each memorandum of transmittal or endorsement forwarded for approval will contain the standard paragraph shown in AR 71-13, paragraph 2-39, a, 6.

d. Forward each MR or endorsement to Chief, National Guard Bureau, ATTN: NGB-ARF-D, 111 South George Mason Drive, Arlington, VA 22204-1382. A separate endorsement from the USPFO, recommending approval, must be attached to each request.

6-2. Equipment Changes

a. DA Form 4610-R will be completed as shown in appendix G. Only one functional TDA paragraph will be addressed on each DA Form 4610-R. This will prevent approvals of some equipment from being delayed, pending approval of other equipment listed on the same form.

b. DA Form 4610-R will be submitted as an enclosure to the MR as follows:

- (1) Controlled equipment - 3 copies.
- (2) Noncontrolled equipment - 3 copies.

(3) Deletions - 2 copies.

c. Each item of equipment being requested will be justified on its own merit (how it will be used within the function). See appendix H and I.

d. Nonstandard, commercial equipment consists of items required for local situations which are not normally available for requisitioning through the Army supply system. These are commercial, off-the-shelf items normally required to perform a special function will be submitted on a DA Form 4840-R or request for a CTA change in accordance with AR 71-13, paragraph 5-5.

Appendix A REFERENCES

Section I Required Publications

AR 25-30
The Army Integrated Publishing and Printing Program.(cited in paragraph 2-3b).

AR 71-13
The Department of the Army Equipment Authorization and Usage Program.(cited in paras 1-1, 1-3, 1-4, 1-4j(2), 1-5, 1-5b, 2-2, 2-3a, 3-3b(1)(e), 3-6, 6-1, 6-1c, App J).

AR 310-49
The Army Authorization Documents System (TAADS). (cited in paragraph 1-4j(2)).

SB 700-20
Army Adopted/Other Items for Authorization/List of Reportable Items. (cited in paragraphs 1-4b(3) and (4), 2-1, 2-3a, 3-5b(5), 5-2a, and Appendix D-2).

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.

AR 5-3
Installation Management and Organization

AR 5-4
Department of the Army Productivity Improvement Program (DAMRIP)

AR 5-9
Intraservice Support Installation Area Coordination

AR 25-1
The Army Information Management Program

AR 40-61
Medical Logistics Policies and Procedures

AR 58-1
Management, Acquisition and Use of Administrative Use MotorVehicles

AR 71-31
Management System for Tables of Organization and Equipment/The TOE System

AR 350-38
Training Devices: Policies and Management

AR 420-17
Real Property and Resource Management

AR 570-2
Manpower Requirements Criteria (MARC) Tables of Organization and Equipment

AR 570-4
Manpower Management

AR 611-101
Commissioned Officer Classification System

AR 611-112
Manual of Warrant Officer Military Occupational Specialties

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialties

AR 700-84
Issue and Sale of Personal Clothing

AR 710-1
Centralized Inventory of the Army Supply System

AR 725-1
Special Authorization and Procedures for Issues, Sales, and Loans

AR 750-43
Test, Measurement and Diagnostic Equipment (TMDE)

AR 840-10
Flags, Guidons, Streamers, Tabards and Automobile and Aircraft Plates

CTA 8-100

Army Medical Department Expendable/Durable Items

CTA 50-900

Clothing and Individual Equipment

CTA 50-909

Field and Garrison Furnishings and Equipment

CTA 50-970

Expendable/Durable Items Except Medical, Class V, Repair Parts and Heraldic Items

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

SB 11-131

Vehicular Radio Sets and Authorized Installations

NGB Pam 525-10

Readiness Action Plan/Unit Status Identification Reporting System (UNITREP)

NGB Pam 700-1

Logistics Functional Systems Requirements, Supply Accounting and Management System (SAMIS)

Section III**Prescribed Forms****DA Form 4610-R**

Equipment Changes in MTOE/TDA. (cited in paragraphs 1-4j(2), 2-3b, 3-5b(3) and (4), 6-2a, 6-2b, App D, App H)

DA Form 4840-R

Request for Type Classification Exemption/LIN for Commercial Equipment. (cited in paragraphs 1-5b, 2-2a, and App C-2)

DA Form 5895-R

Information Systems Project Document. (cited in paragraph 2-3b, App C-2)

Appendix B**COMMERCIAL NONSTANDARD NONTYPE CLASSIFIED NONCONTROLLED EQUIPMENT POLICY**

B-1. Requests for noncontrolled, nonstandard, Nontype classified commercial items consists of items required for local situations, not normally available for requisitioning through the Army supply system.

B-2. Commercial, noncontrolled equipment costing up to the congressionally mandated threshold for expense items (except visual information and medical equipment) will not be documented in TDAs. However, items will be accounted for on applicable property books citing current NGB-ARL-P message "Approval authority for purchase of commercial nonstandard, Nontype classified, and noncontrolled equipment", as the authority. All nonexpendable property listed on the TDA, to include TDA Supplement, Section III, will be accounted for on the property book in accordance with DA Pam 710-2-1.

Appendix C**LASER PRINTER POLICY**

C-1. NGB authorizes laser printers dedicated to the end user computing environment and not used primarily for the purpose of printing and/or electronic publishing. NGB-IMA-S authorizes laser printers in direct support of a dedicated graphics work station. These printers are used for the production of camera ready originals.

C-2. Authorizations not addressed above must be obtained from the E US Army Publications and Printing Command (USAPPC), ATTN: ASQZ-FP, Alexandria, VA 22331-0302. Requests will be submitted through NGB-AD-PP on DA Form 5695-R (Information Systems Project Document).

APPENDIX D

CHECK LIST FOR MTOE CHANGE REQUESTS		
<i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.</i>		
ITEM	YES	NO
1. Was the correct MTOE (including variation) used?		
2. Are all levels of organization addressed?		
3. Is the item being requested for the proper Paragraph (placement) in the MTOE?		
4. Is the recommended change wartime oriented/essential and will it still be valid 18 to 24 months hence?		
5. Will the change improve the unit's ability to accomplish and train for its assigned <u>wartime</u> mission?		
6. Can the function be performed by using current assets?		
7. Has the total document been reviewed for other possible changes and does the proposal represent a consolidated submission?		
8. Is there another recommended change pending/working?		
9. Is associated equipment/personnel addressed, if appropriate?		
10. Does the request meet the requirements of AR 570-2 (personnel) and AR 71-13 (equipment)?		
11. Is requested equipment listed in SB 700-20, Chapter 2 (only those items listed in SB 700-20, Chapter 2, can be documented in a MTOE)?		
12. Are positions graded in accordance with the AR 611-series?		
13. Was approval obtained for enlisted positions where grades exceed the Standards of Grade Authorization under AR 611-201, paragraph 1-10? If so, provide a copy of the approval.		
14. Does the rationale support the requested change and does it state <u>why</u> the change is essential?		
15. Is DA Form 4610-R completed IAW current guidance; are all items within a paragraph addressed before proceeding to the next paragraph; and are all items numbered sequentially?		

<i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to HGB-ARF-D.</i>		
I T E M	Y E S	N O
16. Is the requested change in keeping with HQDA policy of developing organizations with the "minimum essential" personnel and equipment required to accomplish the assigned wartime mission?		
17. Have concurrences from like units within the command been obtained? (Nonconcurrences should be forwarded for consideration.)		
18. Is the change applicable to all like units, regardless of location? (If not, should the change be applied only to the requesting unit as an MTOE exception?)		
19. Unit Commander's Signature	Date Reviewed	
20. Next Higher Commander's Signature	Date Reviewed/Concurred	
21. Next Higher Commander's Signature	Date Reviewed/Concurred	

Appendix E RECOMMENDATIONS FOR PREPARING MTOE CHANGE REQUESTS

E-1. Preparation of MTOE change requests requires forethought and planning. Approval and application of a recommended MTOE change, provided the requested items appears in the TOE, is approximately 12 to 18 months. Therefore, the planning process must consider future implications and time frames involved.

a. Be brief but explicit as to why the change is needed for the units wartime mission. Remember, you are explaining something to someone who may not be familiar with your organization as it appears and operates on the ground.

b. Where applicable, refer to specific paragraphs, tables, Manpower Requirements Criteria (MARC), contained in AR 570-4, etc., or field manuals, when explaining the rationale for requested change.

c. There is no minimum or maximum wording required in explaining your rationale. Content, not volume, is essential. Ensure the rationale supports the requested change.

d. Explain why current assets cannot accomplish the required function and why the wartime mission cannot be met without the requested change. Factors to be considered are--

- (1) Mission and capability change.
- (2) Extremes in climate.
- (3) Change in geographic location.
- (4) Nonavailability of TOE.

e. Upon receipt of a recommended change to an MTOE, consider the affect it will have on the requesting organization. Nonconcurrence must specify the reasons why the change should not be applied to the reviewing organization.

E-2. The following items are frequently requested but not normally approved for MTOE application:

a. Tripod mounts for the Cal. 50 machine gun in combat support and combat service support units. The Cal. 50 machine gun for these units is provided for air defense only. Therefore, only authorized for use with the ring mount (LIN M74364). Current rear area protection doctrine provides that machine gun 7.62mm (LIN L92386) will be used for perimeter defense.

b. Lightweight camouflage screens and support systems (LWCSS) for combat support and combat service support units. HQDAUS Army Training and Doctrine Command (TRADOC) guidance is that combat support and combat service support type units should use camouflage only for mission essential and critical equipment or operation centers, regardless of location. Maximum use of natural cover plus dispersion for concealment of operations will be considered. Also considered are other factors which reduce an organizations ability to conceal its operations (e.g., roads leading to and from a units area of operations, volume of traffic associated with normal day-to-day operations of the unit, units whose normal operations require them to operate flood lights continuously, and the size of the area required for setting up operations of a unit).

c. Requests for items not shown on the appropriate TOE for the unit concerned, unless the request is submitted as an exception to the Army Standardization Program based on a unique mission or geographic requirements or if the items are "force fed/issued" items under an ongoing Force Modernization Program.

d. Exceptions to the Standards of Grade Authorization (SGA):

- (1) For Commissioned Officers, AR 611-101, paragraph 5-4.
- (2) For Warrant Officers, request will be submitted to NGB-ARP-O.
- (3) For Enlisted Soldiers, AR 611-201, paragraph 1-10f.

**Appendix G
PREPARATION OF DA FORM 4610-R**

G-1. General

DA Form 4610-R is used to request equipment and personnel changes to the MTOE/TDA. A memorandum request will be used to forward the DA Form 4610-R through channels to NGB-ARF-D.

G-2. Instructions for completing DA Form 4610-R follows:

a. A separate form will be used for each controlled item of equipment. This will prevent approvals of some equipment from being delayed, pending approval of other equipment that is listed on the same form.

Part I - Heading

b. Item 1 - Enter title of paragraph of the MTOE/TDA affected by the request. A separate form will be used for each functional paragraph or subparagraph.

c. Item 2 - Enter UIC of unit requesting the change. Derivative UIC if the change is requested to an augmentation TDA.

d. Item 3 - Enter designation of requesting unit, as listed on the units permanent order.

e. Item 4 - Enter MTOE/TDA number of requesting unit, i.e. "TDA NGW8AQAA" if the change is to a STARC TDA.

f. Item 5 - Enter Command and Control Number (CCNUM) of the MTOE/TDA to which the change is to be applied.

Part II - Equipment

Section A - Items to be Added and/or Deleted

g. Item 6 - Number the item listed on the form.

h. Item 7 - Enter paragraph of MTOE/TDA on which the change is requested.

i. Item 8 - Enter LIN of equipment being added or deleted.

j. Item 9 - Enter NA for TDA only. Enter ERC of item for MTOE.

k. Item 10 - Enter chapter of SB 700-20 in which the equipment is listed.

l. Item 11 - Enter nomenclature of equipment being requested.

m. Item 12 - Enter per item cost as listed in SB 700-20.

n. Item 13 - Enter required and authorized quantity to be added or enter "NA" if item is being deleted.

o. Item 14 - Enter required and authorized quantity requesting to be deleted or enter "NA" if the item is being added.

p. Item 15 - Enter new paragraph total of the item be considered.

q. Item 16 - Enter new recap quantity for the total MTOE/TDA.

r. Item 17 - Enter quantity on hand that is not authorized.

Section B - Items to be Deleted from Other MTOE/TDA

s. Item 18 - Enter the next item in consecutive sequence.

t. Item 19 - Enter paragraph of the TDA from which the equipment is to be deleted.

u. Item 20 - Enter LIN of the equipment to be deleted.

v. Item 21 - Enter NA.

w. Item 22 - Enter the Chapter of SB 700-20 in which the equipment is listed.

x. Item 23 - Enter nomenclature of the item being requested.

y. Item 24 - Enter item cost as listed in SB 700-20.

z. Item 25 - Enter the required and authorized amount.

aa. Item 26 - Enter UIC of unit losing the equipment.

ab. Item 27 - Enter MTOE/TDA number of unit losing the equipment.

ac. Item 28 - Enter CCNUM of the MTOE/TDA.

ad. Item 29 - Indicate whether equipment will be transferred if request is approved.

ae. Item 30 - Identify item number in Section A that the transfer will affect.

Part III - Personnel

af. Item 31 - Enter next item in consecutive sequence.

ag. Item 32 - Enter paragraph of the MTOE/TDA requiring a personnel change as a result of an equipment change, if applicable.

ah. Item 33 - Enter line of the affected paragraph.

ai. Item 34 - Enter number of positions added or deleted.

aj. Item 35 - Enter duty position description of the position being considered.

ak. Item 36 - Enter grade of the position.

al. Item 37 - Enter MOS of the position.

am. Item 38 - Enter Special Qualification Identifier (SQI), Additional Skill Identifier (ASI) or Language Identifier Code (LIC), if applicable.

an. Item 39 - Enter branch of the position being considered.

ao. Item 40 - Enter appropriate identity code (ID) as listed in the TDA or AR 310-49.

ap. Item 41 - Enter AMSCO from your document.

aq. Item 42 - Enter new recap strength by required and authorized if requesting a change in strength or grade structure.

ar. Item 43 - Equipment being requested will be justified on its own merit (how it will be used within the function).

(1) Why presently authorized equipment cannot be used.

(2) A full description of the purpose of the requested equipment.

(3) The consequences of a failure to approve the request.

(4) A net diagram for any requested communications equipment.

(5) Detailed justification (i.e., AR 611-201, para 3-4a) for personnel changes (i.e., change of MOS due to equipment change).

as. Item 44 - Annotate "CONTROLLED" or "NONCONTROLLED" if equipment change pertains to a DA controlled or noncontrolled item.

at. Item 45 - State will enter Control Log Number (see para 6-1a above).

APPENDIX H

CHECK LIST FOR DA FORM 4610-R		
<i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.</i>		
SECTION A - SIDE 1		
ITEM	YES	NO
PART I - HEADING		
1. Is the correct heading used?		
2. Is the correct title of the function area addressed?		
3. Is the correct document number used?		
4. Is the correct unit designation used?		
5. Is the correct CCNUM, approved by NGE-ARF used?		
6. Is there a statement in part IV that the equipment is not required for the current document?		
Part IIA - Items to be added and/or deleted		
7. Do the paragraph or subparagraph numbers listed match the NGB approved document being addressed?		
8. Is the item(s) requested the latest adopted one IAW SB 700-20?		
9. If the item(s) requested is to replace an item(s) presently authorized, is that item(s) shown as a delete?		
10. Is the cost of the item(s) noted?		
Part IIB - Items to be deleted from other MTOE or TDA		
11. If the item(s) requested in part IIA is to be transferred from another document, does part IIB list the other MTOE or TDA?		
Part III - Positions to be added (A) or deleted (D)		
12. If additional personnel spaces are required to use the equipment being requested in part IIA, are the personnel spaces listed in part III? Is there a statement in part IV that the personnel spaces have been approved by NGB/HQDA? If so, provide a copy of the approval.		

SECTION A - SIDE 2		
ITEM	YES	NO
Part III - Positions to be added (A) or deleted (D)		
13. If a different MOS is required to operate the equipment requested in part IIA, does part III list the added and deleted MOSs?		
Part IV - Justification		
14. Has the request been reviewed by interested staff agencies? (Optional)		
15. Is there a statement in the justification on why like items presently authorized cannot be used to accomplish the function?		
16. Does the justification fully and completely support the request?		
17. Are cost savings and other benefits for the personnel, maintenance, and support equipment stated? If higher costs for personnel, maintenance, or support equipment are required, should they be expended?		
18. Is the function the item will serve and how it will be used stated?		
19. Is the specific impact on unit mission if the item is not obtained stated?		
20. Is the item(s) requested within proponent approval authority under provision of AR 310-49?		
21. If the request is for support of a new mission, is the authority to perform the mission cited and does the justification clearly state that the requirement(s) will be satisfied from one or more TAADS documents? If yes, is part II of DA Form 4610-R completed to list the deletions?		
22. If tactical communications equipment is being requested for a TDA unit, have paragraph 3-56 and figure F-6 of AR 71-13 been compiled with?		
23. If the request is for a nonreadiness reporting MTDE military police unit, does the justification state the number of TDA augmentation personnel that will use the equipment requested? Does the number equal the manpower requirement as listed in the published TDA? If vehicles are requested, is a general purpose or vehicle requested? Are the number of areas patrolled cited in the justification? Are the patrol areas of teams used for 24-, 12-, or 8- surveillance?		
24. If the request is based on an increase in equipment usage, has actual use all of like type equipment on the TDA been considered to determine whether the increase can be accommodated with current resources? State why it is not feasible.		

CHECK LIST FOR DA FORM 4610-R		
<i>Check only those items which are appropriate for the change being considered. A negative response will require further action before sending the request to NGB-ARF-D.</i>		
SECTION A - SIDE 3		
ITEM	YES	NO
25. Has DA TMDE registration number (DA Pam 700-20) been included with request for TMDE? (See paragraph 2-44, AR 71-13.)		
26. Are communication net diagrams (wire or radio diagrams) prepared in the format prescribed (figure 2-2, AR 71-13).		
27. If commercial equipment (SB 700-20, Chapter 6) is being requested, are reasons stated why standard items (SB 700-20, Chapter 2) are not satisfactory, to include cost comparison of the two items from the standpoint of lease versus purchase? Is the recommendation made on whether or not the item should be adopted as standard and added as an adopted item or as a new item?		
28. If tool sets, test equipment, and other maintenance related items are being requested, is the level of maintenance to be performed, the end item to be maintained, and that [rescribes the specific use cited.		
29. If power driven equipment is being requested, is a statement included as to the source of power for such equipment?		
30. Is a specific statement that the item can be stored and maintained included? Are the personnel associated with the equipment in a concept plan or are they already in the published TDA?		
31. If the request is for materials handling equipment (MHE), is there evidence of coordination with the appropriate installation MHE control office? (See paragraph 3-29, AR 71-13.)		
34. Unit Commander's Signature	Date Reviewed	
35. Next Higher Commander's Signature	Date Reviewed/Concurred	
36. Next Higher Commander's Signature	Date Reviewed/Concurred	



Controlled

EQUIPMENT CHANGES IN MTOE/TDA															
For use of this form, see AR 310-34; the proponent agency is DCSOPS															
PART I - HEADING															
TITLE OF FUNCTIONAL AREA						UIC									
Reserve Component Training Center						W7A5AA									
UNIT DESIGNATION						MTOE/TDA NUMBER									
State Area Command						NGW7A5AA									
CCNUM						NG0392									
PART II - EQUIPMENT															
SECTION A - ITEMS TO BE ADDED AND/OR DELETED															
Item No	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Quantity Added		Quantity Deleted		New Para Qty		New Recap Qty		Qty On Hand Not Auth
							REG	AUTH	REG	AUTH	REG	AUTH	REG	AUTH	
1.	017	X57271		2	Trk Fuel 2 1/2-T M49A2C	87,047	4	4	NA	NA	4	4	4	4	4
SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA															
Item No	Para	LIN	ERC	SB 700-20 CHAPTER	Nomenclature (Basic Noun)	COST	Qty Deleted		UIC	MTOE/TDA Number	CCNUM	Appt To		Remarks	
							REG	AUTH				YES	NO		
PART III - PERSONNEL															
NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)															
Item No	Para	LINE	No. Positions (A)/1(D)	Description	Gr	MOS	ASI/LIC	Br	ID	AMSC	New Recap Strength				
											REG	AUTH			

REPLACES EDITION OF 1 APR 77 WHICH IS OBSOLETE

DA FORM 4610-R, JAN 80

PART IV - JUSTIFICATION

This equipment is required to support units at the Reserve Component Training Center (RCTC) at Hawthorne, NV. RCTC is a training site with approximately 237 square miles on Hawthorne RCTC proper. In addition to the main part of the facility, there are over 1246 square miles of additional training area owned by the Federal Government available to users of the training site.

Hawthorne RCTC has been experiencing rapid expansion of training support missions. The training site is dedicated to the Reserve Components and emphasizing division-sized field exercises. The site includes a multipurpose firing range complex which could accommodate all conventional direct fire weapons currently in inventory and a vehicle/weapon concentration site. This site also includes an armored vehicle maneuver area capable of accommodating a division (12,000+ personnel) in a variety of training scenarios.

Non-divisional units training at this site require a system to tactically provide diesel fuel (DF2) and motor gas (MOGAS) resupply. This requested equipment provides that capability. Hours of training time will be lost if a unit has to return to Hawthorne RCTC to refuel. A whole unit returning to Hawthorne RCTC for refueling is not as cost efficient as having four tankers, with a 1200 gallon capacity, at their training site(s). Thus, a fuel tanker would enhance unit readiness and save money.

INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

Part II - Section A:

1. Only one functional paragraph or subparagraph will be listed.
2. A separate form will be used for each additional functional paragraph or subparagraph.
3. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
4. Show deletion when an item(s) will be deleted to satisfy the item being requested. (May list more than one functional paragraph or subparagraph.)

Part II - Section B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

Part III:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

Part IV: This part will be completed IAW AR 310-49 with the following additional information when applicable--

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why the tactical vehicle is required for a TDA unit.
4. A net diagram is attached for communication equipment requested.

REVERSE OF DA FORM 4610-R, JAN 80

Glossary**Section I
Abbreviations****AASF**

army aviation support facility

AMIM

Army Modernization Information Memorandum

ASIOE

associated items of equipment

AUV

administrative use vehicles

BCE

Base-level commercial equipment

CIC

controlled item code

CL

component listing

CNGB

Chief, National Guard Bureau

CSMS

combined support maintenance shop

DOIM

Director of Information Management

ESR

equipment status report

FTRF

full-time recruiting force

IA

information architecture

ICP

incremental change packages

IMMP

information management master plan

MARC

manpower authorization criteria

MATES

mobilization and training equipment site

NGB-ARL

National Guard Bureau, Logistics Division

NGB-ARL-P

National Guard Bureau, Logistics Division, Plans and Policy Branch

NGB-ARL-S

National Guard Bureau, Logistics Division, Material Branch

NGB-ARO

National Guard Bureau, Operations and Training Division

NGB-ARF

National Guard Bureau, Force Management Division

NGB-AD-SS

National Guard Bureau, Office of Administrative Systems and Services

NGB-IMA

National Guard Bureau, Information Management Agency

OAE

office automation equipment

OMS

organizational maintenance shop

PA

procurement appropriation

Pam

pamphlet

PCIP

Productivity Capitol Investment Program

QRIP

Quick Return on Investment Program

REQ-VAL

requisition validation

SB

Supply Bulletin

SRC

standard requirement code

TAG

The Adjutant General

TM

technical manual

TMP
transportation motor pool

USAPPC
US Army Publications and Printing Command

USPFO
United States Property and Fiscal Officer

UTES
unit training equipment site

VI
visual information

VIRIN
visual information record identification number

Section II **Terms**

Authorization Documents

HQDA or proponent-approved records that reflect personnel and equipment requirements and authorizations for one or more units. Authorization documents also provide unit organizational information. Such documents are MTOE, TDA, and CTA.

Authorized Manpower

The part of the required manpower that can be supported by allocated manpower. It is reflected in the authorized columns of current or projected authorization documents. Because of budgetary constraints, authorized manpower may be less than required manpower and will not exceed required manpower.

Category

The Category for MTOE is determined by United States Army Training and Doctrine Command (TRADOC) on the basis of the units mission, tactics and normal employment. Category I units are further subdivided into two types which are identifiable by SRC on the TOE file. Category I Type A units are to be documented male only with corresponding male only identity codes. Category I Type B, Category II and I units are to be documented with male/female interchangeable identity codes. Exception to the male/female interchangeable remarks in the Category I Type B, Category II and I units would be the male only special skill identifier (SSI)/MOS. (See appropriate AR 611 series.) For specific definition of Category of MTOE units see AR 71-31.

Controlled equipment

Military or commercial material which, because of its funding, high cost, or other selected criteria, is man-

aged through centralized requirements and authorizations approval.

Doctrine

Fundamental principles by which military forces or elements thereof guide their actions. Doctrine is how an organization accomplishes tasks and operations. Doctrine evolves from research, concept development, historical experience, and practical application.

EDATE

A six-position numeric code that signifies the actual date that an authorization document is effective; for example, 891001. The first two digits are the calendar year, third and fourth are the month, and fifth and sixth are the day.

Equipment Readiness Code (ERC) Every equipment line item number (LIN) on each MTOE is annotated with an ERC as Primary Weapons and Equipment (PWE), Auxiliary Equipment (AE), or Administrative Support Equipment (ASE). This is shown in the ERC column of the MTOE.

Identity

The designation of personnel positions as officer, warrant officer, and enlisted for military; and direct hire U.S. citizen, direct hire for foreign national and indirect hire for civilians.

Justification

An explanation of the situation and circumstances that require personnel or equipment changes. The justification is the major basis which the Army Staff and its review agencies can form a judgement on personnel and equipment change requests. The amount of detail required in justification varies, depending on the importance of the change or its intended use. For example, a brief justification for individual items is acceptable based on the number of military personnel. Conversely, justification of such items as crew served weapons, communications equipment, generators, vehicles and other major items requires sufficient detail to allow a complete objective analysis by reviewing and approving authorities. Justification must include "why" the change is needed in terms of capability, rather than just a statement of intended use. It is necessary first to justify the need for the change and then to justify the quantity.

Levels of organization (TOE only)

TOEs normally prescribe three strength and equipment levels. Level represents full requirements for sustained combat. Level 2 (approximately 90 percent of full TOE) and Level 3 (approximately 80 percent of full TOE) prescribe balanced organizational

structures of reduced staying power in combat or ability to perform given workload. TOEs also prescribe Type B or Cadre organizational structures (see AR 71-31).

Line Item Number

A six-character, alphanumeric identification of a generic nomenclature and/or the line on which the generic nomenclature is listed in SB 700-20, the Army Master Data File, and Army authorization documents.

Management of Change Window

A designated time period (Jan-Mar) and (Jul-Sep) during which TAADS proponent approved document changes are submitted to HQDA. Proponent proposed documents may be submitted at any time.

Modified table of organization and equipment (MTOE)

An authorization document that prescribes the modification of a basic TOE necessary to adapt it to the needs of a specific unit or type of unit.

Parent unit

a. Parent units are MTOE units, numbered unit of battalion or equivalent level, numbered company, battery, troop, platoon, detachment or team, that are not an organic element of a battalion. As an exception to the above, certain split units are treated as parent units for documentation in TAADS.

b. TDA units organized under a unique TDA number assigned by HQDA.

STARC TDA Unit Augmentations MTOE units have been assigned a paragraph in the STARC TDA. These augmentation paragraphs exist to document peacetime functions in MTOE units that are not required after mobilization.

State Area Command (STARC)

A mobilization entity within each State and territory that may be ordered to active duty when Army National Guard units in that State or territory are alerted or mobilized. The STARC provides for command and control of mobilized Army National Guard of the US units from home station until arrival at mobilization station. It is also responsible for planning and executing military support for civil defense and land defense plans under the respective area commander. It also provides assistance to military family members.

Unit Identification Code (UIC)

A UIC is a six-position alphanumeric code that uniquely identifies an organization.

Wartime requirements

Doctrinally established requirements needed by type units to fully perform as designed and as part of the total force. The organization design (Level 1) establishes wartime required fill levels for personnel and equipment.

By Order of the Secretary of the Army:

JOHN. B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

Official:

E. DARDEN BAINES
Chief,
Administrative Services

Distribution: A